TCDSB Enterprise Portal – Wave 1

AICT Team

2012

ACADEMIC ICT

Toronto Catholic District School Board

Welcome to Wave 1 Training

Please logon to a lab computer and adjust resolution to 1024 (in Accessories)

Let us know if there are hardware issues.

If necessary please re-locate to another computer.

ACADEMIC ICT

Dear Lord,

Bestow on me, a genial spirit and unwearied forbearance;
a mild, loving, patient, heart;

Pleasant cordial speech, and manners in the exchange of daily life;

That I may give offence to none,
but live as much with charity to all.

All Saints, pray for us.

Amen

Agenda

Item	Time
Introductions & Prayer	9:00am
Portal Overview *What? Why? How? Who?*	
Acceptable Use *Privacy, Accessibility, Copyright*	
Portal Access & Design *URLs, Layout, Hierarchy, SharePoint Elements*	
Logging In *Passwords, Login, Site actions, Menu ribbons*	
Publishing & Roles	
Break	10:30am
Countdown: 9 Portal Concepts	10:45am
Lunch	12:00pm
Continue Countdown: 9 Portal Concepts	1:00 – 2:45 pm

Resources

- Enterprise Portal: SharePoint Training User Manual
  - Up-to-date now, but will continue to be updated as required.
- Enterprise Portal: Train the Trainer User Manual – WEB PARTS
  - We will make reference to this document as required, but will not be demonstrating concepts in detail.
- This PowerPoint file

These documents and future uptates will be available on the Intranet SharePoint site:

Intranet, Sharepoint, Enterprise Portal Project, Documents, Training Materials (All Staff)

http://sharepoint01/EP/Training%20Materials%20%20all%20Staff/Forms/AllItems.aspx

Resources on Intranet

Go to Intranet, SharePoint, Enterprise Portal Project, ***Documents - Training Materials (All Staff), Training Manuals***

Portal Overview

What is a Portal?

- **Web-based** point of entry to an organization's collection of information, resources and tools.
- Provides **access to resources** that are based on your **role** using your TCDSB login.
- Allows you to **find** the information you need, and **complete more activities online** (e.g., Benefit and Other Types of Forms).
- Information becomes instantly available to appropriate users.

Why A Portal?

- Learning and working communities are becoming **more complex**
- Portal will provide opportunities for people to **connect and collaborate**
- Portal will **integrate applications , processes and resources** in a single environment and can be maintained by individuals across the system

How Does a Portal Enhance Our Work Practices?

- Portal technology will combine communications, collaboration, document management, structured data from HR, student, financial and facilities applications, calendars, news and events into one simple web interface that will engage all TCDSB users, whether they are school staff, parents or students.

How will a Portal Enhance the Learning Experience?

- **Discussions will continue** among the various stakeholders—students, parents, staff (teaching and non-teaching) and trustees about the possibilities and opportunities.
- The portal will **facilitate collaboration and communication** among teachers, parents and students anytime, anywhere.

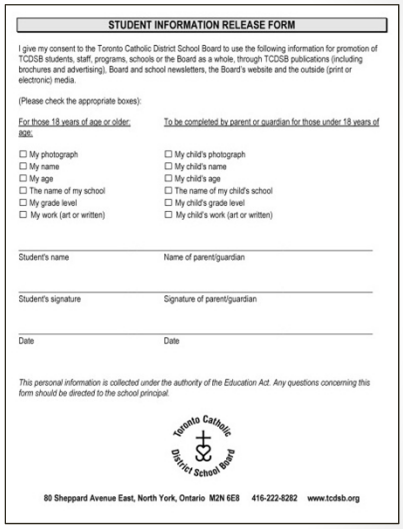
Who is Involved?

- **Focus meetings** have been held with various key stakeholders: teachers, principals, parents, students, school secretaries, and administrative staff.
- An **advisory committee** is in place, which includes membership from among various employee groups including TECT, TSU, TOTL,CUPE, and Trustees, administrative staff, school principals and vice-principals, the Archdiocese of Toronto and Special Services.

Acceptable Use
(p. 5 – 6)

Privacy

- When you publish content on the TCDSB Portal, you will need to consider the privacy of individuals and if they would like to be published online.
- Whenever you post student names and/or photos online you will need to have a personal information release form signed.



STUDENT INFORMATION RELEASE FORM

I give my consent to the Toronto Catholic District School Board to use the following information for promotion of TCDSB students, staff, programs, schools or the Board as a whole, through TCDSB publications (including brochures and advertising), Board and school newsletters, the Board's website and the outside (print or electronic) media.

(Please check the appropriate boxes):

For those 18 years of age or older:	To be completed by parent or guardian for those under 18 years of age:
☐ My photograph	☐ My child's photograph
☐ My name	☐ My child's name
☐ My age	☐ My child's age
☐ The name of my school	☐ The name of my child's school
☐ My grade level	☐ My child's grade level
☐ My work (art or written)	☐ My child's work (art or written)

Student's name — Name of parent/guardian

Student's signature — Signature of parent/guardian

Date — Date

This personal information is collected under the authority of the Education Act. Any questions concerning this form should be directed to the school principal.

Toronto Catholic District School Board

80 Sheppard Avenue East, North York, Ontario M2N 6E8 416-222-8282 www.tcdsb.org

Accessibility

- When we are creating online content we need to consider the needs of all the people who may be viewing the content.
- Some Examples:
  - Including **alternative text** that help screen readers identify pictures and images online.
  - When posting online videos, include **closed captioning**.
  - Using **Header Styles** for headings – digital readers will pause and read headings separately from regular text.

Copyright

- The school sites provided to you as part of the **TCDSB Enterprise Portal** are **Internet** sites.
- When publishing on a TCDSB Internet site you are publishing to a **worldwide audience**.
- Please ensure that any text, audio, video, pictures and images are **owned by you**, or that you have **secured the appropriate rights** to use that content on your web site.

Portal Access & Design

Enterprise Portal

- **SharePoint** is the ***platform*** upon which the portal is built.
- The SharePoint ***school bundle*** was purchased and modified to meet the needs of the TCDSB.
- We will not be able to show you everything you can do in today's session, but you will learn enough to get started.

schoolBundle™
enhancing k-12 student success

Next, URLs Explained

URLs Explained (Technical)(p.9)

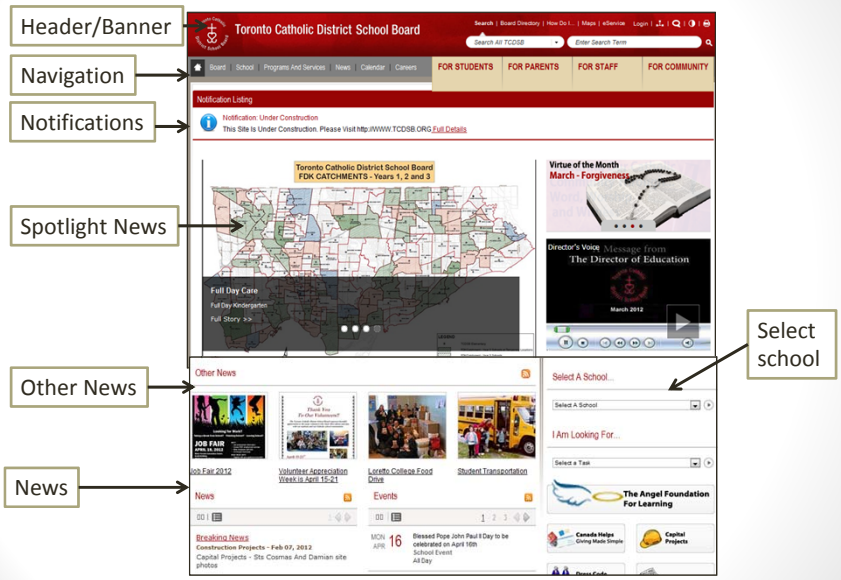
Description	URL
During Development	http://portaltestinter.tcdsb.org/schools/StPaul/pages/default.aspx http://portaltestinter.tcdsb.org/schools/StPaul
Preview	http://www.tcdsb.com/schools/StPaul/pages/default.aspx http://www.tcdsb.com/schools/StPaul
Production	http://www.tcdsb.org/schools/StPaul/pages/default.aspx http://www.tcdsb.org/schools/StPaul http://StPaul.tcdsb.org/___(will be redirected to the long URL)
Training	http://sptrn01:90/school/StPaul/pages/Defualt.aspx http://sptrn01:90/school/StPaul http://sptrn02:90/school/StPaul/pages/Default.aspx http://sptrn02:90/school/StPaul

URLs Explained (Schools) (p.9)

Description	URL
Preview	http://www.tcdsb.com/schools/StPaul/pages/default.aspx http://www.tcdsb.com/schools/StPaul **During training, you will be updating on this site.**
Production	http://www.tcdsb.org/schools/StPaul/pages/default.aspx http://www.tcdsb.org/schools/StPaul http://StPaul.tcdsb.org/ (will be redirected to the long URL) **When training is completed, all updated information from Preview sites will be transferred here.**

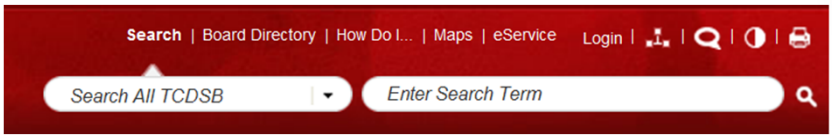
Now,
go to
www.tcdsb.com
but
DO NOT LOG IN YET

TCDSB Layout Tour



Next, TCDSB Header/Banner

TCDSB Header/Banner

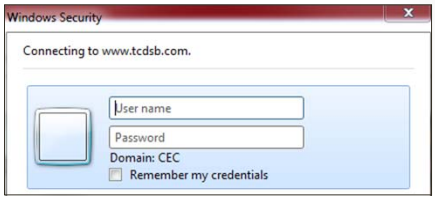


Next, Logging In

Logging In

Passwords

- Users ***must protect their own accounts*** and not share passwords with others.



- When logging in to the TCDSB portal on computers outside of the TCDSB network, be sure to **Sign Out** and **fully CLOSE your browser** (including all open tabs) to prevent your password information from being accessible to the next computer user.

Browsers

- For ***viewing*** content on the Portal, use IE 7, 8 or 9, current versions of Chrome, Firefox, or Safari on MaC.
- When ***editing***, you should be using **Internet Explorer 7, 8 or 9**

Login – Inside TCDSB (p.13)

1. Go to www.tcdsb.com
2. Click **Login.**
3. For **User Name** type:

cec\UserName

5. **Wait** until your name appears in a blue bar in the top right (press F5 to refresh if necessary.

Next, Login – Outside TCDSB

Login – Outside TCDSB

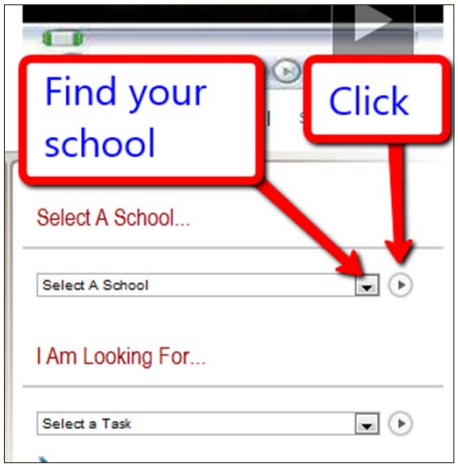
Same as Inside TCDSB for now.

SPECIAL NOTE

For security reasons, when finished, choose **Sign Out** and **CLOSE** the browser completely.

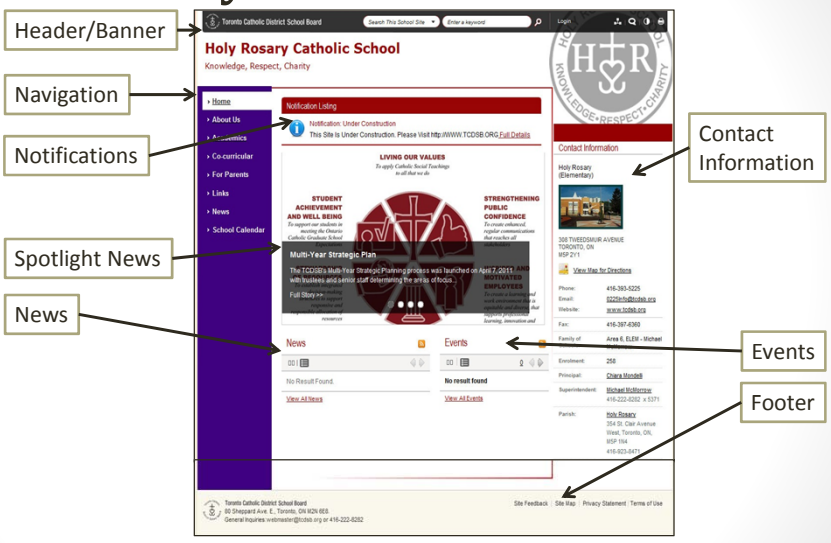
Next, Select your School or Department

Select your School



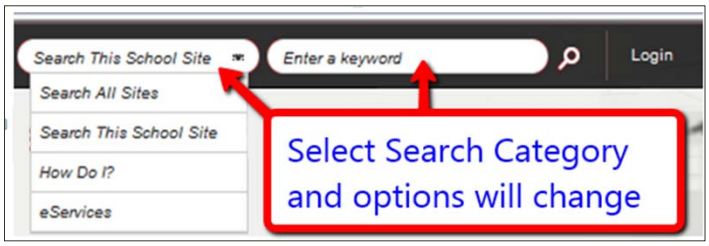
Next, School Layout Tour

School Layout Tour



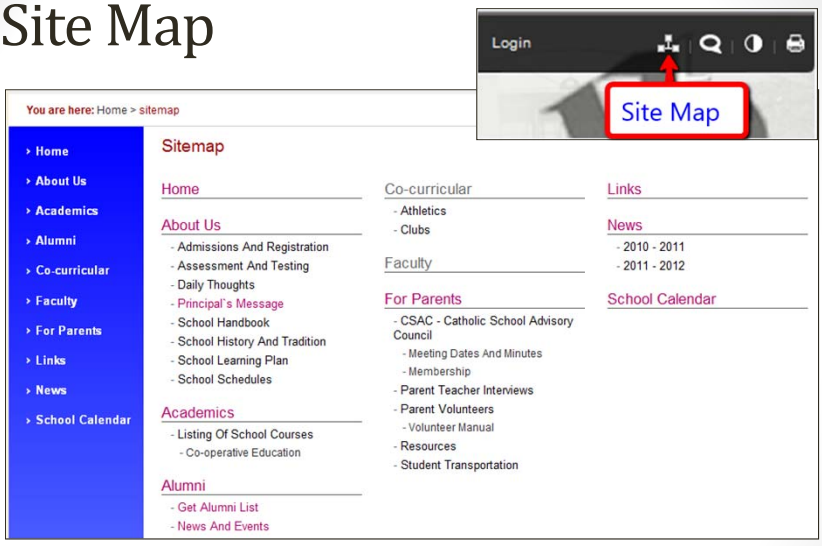
Next, Site Search

Site Search



Next, Site Map

Site Map

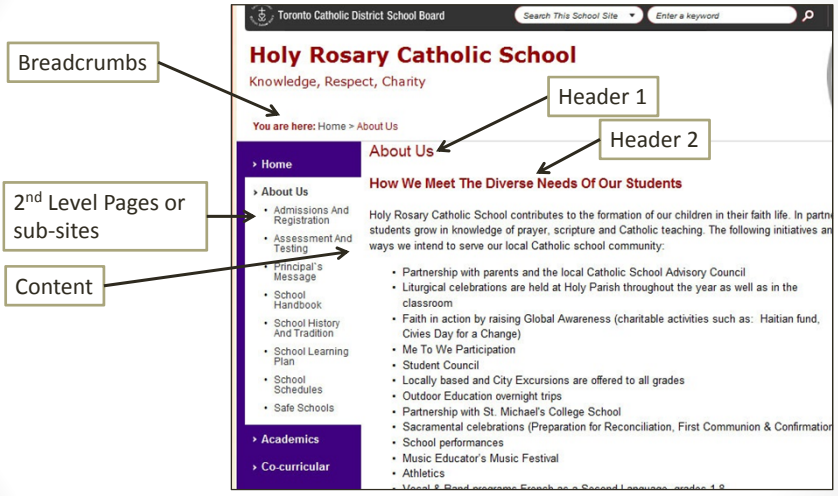


Next, Site Feedback, Contrast and Print

Site Feedback, Contrast, Print

Next, Pages Layout and Sub-sites

Pages Layout and Sub-Sites


Breadcrumbs
2nd Level Pages or sub-sites
Content
Header 1
Header 2
Toronto Catholic District School Board
Holy Rosary Catholic School
Knowledge, Respect, Charity
You are here: Home > About Us
Home
About Us
Admissions And Registration
Assessment And Testing
Principal's Message
School Handbook
School History And Tradition
School Learning Plan
School Schedules
Safe Schools
Academics
Co-curricular
About Us
How We Meet The Diverse Needs Of Our Students
Holy Rosary Catholic School contributes to the formation of our children in their faith life. In partn
students grow in knowledge of prayer, scripture and Catholic teaching. The following initiatives ar
ways we intend to serve our local Catholic school community:
Partnership with parents and the local Catholic School Advisory Council
Liturgical celebrations are held at Holy Parish throughout the year as well as in the classroom
Faith in action by raising Global Awareness (charitable activities such as: Haitian fund, Cives Day for a Change)
Me To We Participation
Student Council
Locally based and City Excursions are offered to all grades
Outdoor Education overnight trips
Partnership with St. Michael's College School
Sacramental celebrations (Preparation for Reconciliation, First Communion & Confirmatio
School performances
Music Educator's Music Festival
Athletics

Next, Basic SharePoint Elements

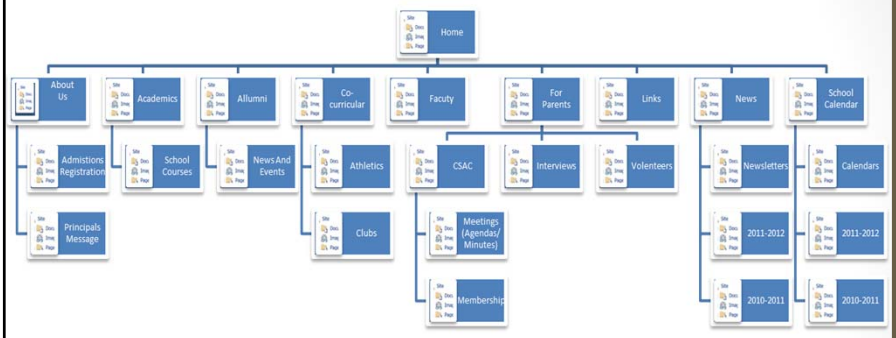
Basic SharePoint Elements

- A ***school site*** is made up of ***sub-sites and pages (p. 10)***

(Detailed - Secondary)	(Simplified - Elementary)
Home	Home
About Us	About Us
Academics	Academics
Alumni	Co-curricular
Co-curricular	For Parents
Faculty	Links
For Parents	News
Links	School Calendar
News	
School Calendar	

Next, School Hierarchy

School Site Hierarchy (p.11)



Every sub-site has it's own *Documents, Images* and *Pages*

Next, Basic SharePoint Elements: Lists & Libraries

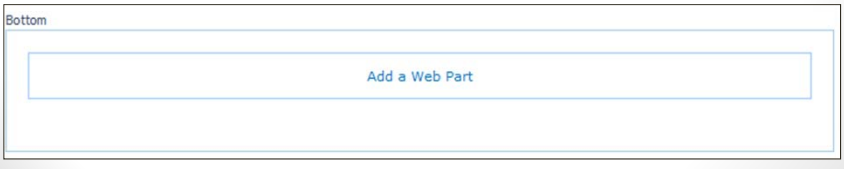
Basic SharePoint Elements: Lists & Libraries

- **Lists (***not addressed in this workshop***)**
  - Lists are a collection of information that can be shared with other content editors on a site.
  - Can be displayed in different formats on different pages.
  - What makes lists useful is that you are able to modify them once and they are automatically updated on the pages where the lists appear.
- **Libraries**
  - Libraries are a collection of specific file types.
  - This could be a collection of pictures, documents, videos all organized and saved in one location.
  - By keeping these content items all in one spot, it allows these libraries to be displayed and used in different ways.

Next, Basic SharePoint Elements: Web Parts

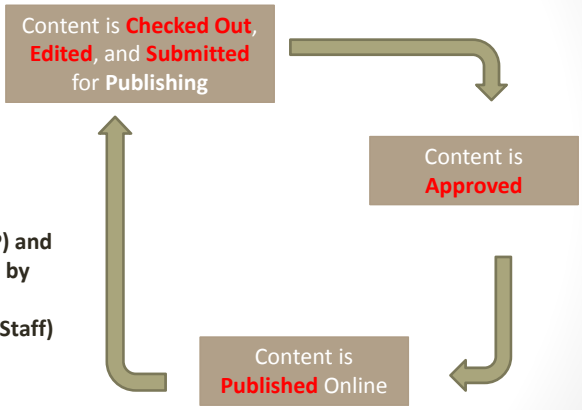
Basic SharePoint Elements: Web Parts

- **Web Parts**
  - ***Modifiable areas*** that appear within the layout of a portal page.
  - ***Allow content to be inserted*** and interacted with in variety of different ways.
  - ***Examples***: Embedded youtube video, twitter feed, picture gallery, or document lists.
  - Refer to **Web Parts** manual for specific examples (e.g., adding a google map on p. 17 of Web Parts manual)



Publishing Cycle and Roles

SharePoint Publishing Cycle



SharePoint Roles

- **Help Desk**
- **Admin (Principal/VP) and Approvers (assigned by Admin)**
- **Contributor (School Staff)**
- **Contributor (CSAC)**

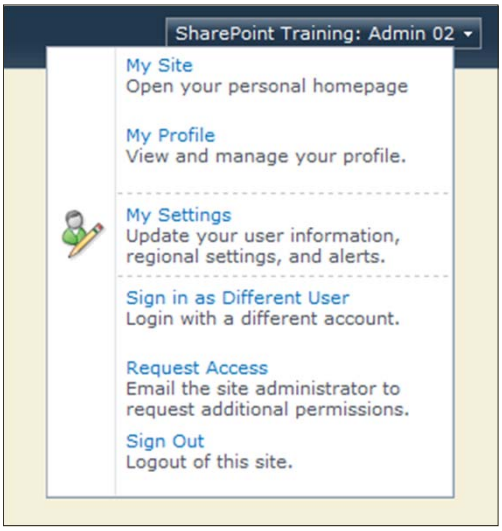
More on Roles – p. 7, 25
More on Approval process – p. 26 – 31
Maintain Approver group – p. 28 – 29

Quiz and Break:

1. What does the Portal Do?
2. What are two ways that we can create *accessible* online content?
3. What are the basic SharePoint elements and what do they do?

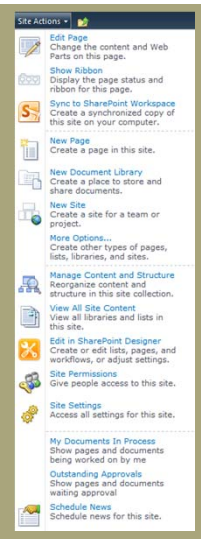
Musical Pairs
"Kind of Girl (Chocolate Box Mix)"
by spinningmerkaba

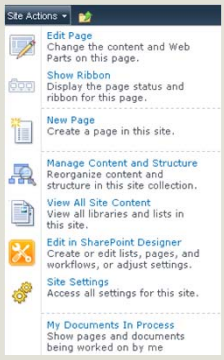
Top Right Drop-Down (p.14)


SharePoint Training: Admin 02
My Site
Open your personal homepage
My Profile
View and manage your profile.
My Settings
Update your user information, regional settings, and alerts.
Sign in as Different User
Login with a different account.
Request Access
Email the site administrator to request additional permissions.
Sign Out
Logout of this site.

Top Left Drop-Down (p.14)

Admin (Principal / VP)	Contributor (School Staff)

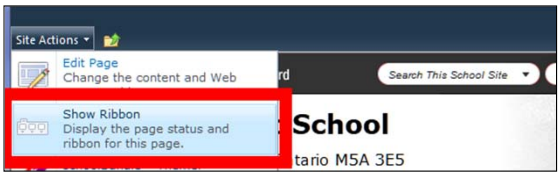

Site Actions
Edit Page
Change the content and Web Parts on this page.
Show Ribbon
Display the page status and ribbon for this page.
Sync to SharePoint Workspace
Create a synchronized copy of this site on your computer.
New Page
Create a page in this site.
New Document Library
Create a place to store and share documents.
New Site
Create a site for a team or project.
More Options...
Create other types of pages, lists, libraries, and sites.
Manage Content and Structure
Reorganize content and structure in this site collection.
View All Site Content
View all libraries and lists in this site.
Edit in SharePoint Designer
Create or edit lists, pages, and workflows, or adjust settings.
Site Permissions
Give people access to this site.
Site Settings
Access all settings for this site.
My Documents In Process
Show pages and documents being worked on by me
Outstanding Approvals
Show pages and documents waiting approval
Schedule News
Schedule news for this site.


Site Actions
Edit Page
Change the content and Web Parts on this page.
Show Ribbon
Display the page status and ribbon for this page.
New Page
Create a page in this site.
Manage Content and Structure
Reorganize content and structure in this site collection.
View All Site Content
View all libraries and lists in this site.
Edit in SharePoint Designer
Create or edit lists, pages, and workflows, or adjust settings.
Site Settings
Access all settings for this site.
My Documents In Process
Show pages and documents being worked on by me

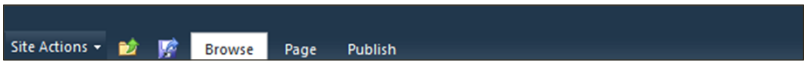
Next, The Ribbon

The Ribbon (P. 15)

If the Ribbon tabs **DO NOT show, or STOP** showing, click **Show Ribbon**



The **Browse** tab

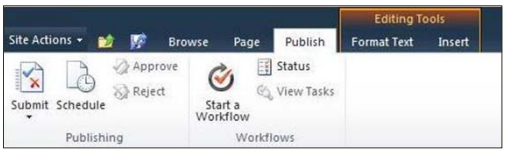


The **Page** tab.

Next, More Ribbon

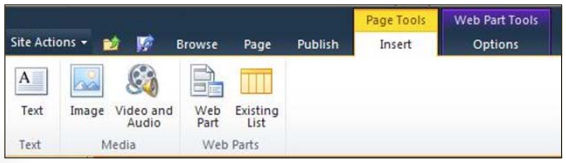
The Ribbon (P. 16)

The **Editing Tools** - present while in the **Edit View** of the page.



The **Format Text** tab

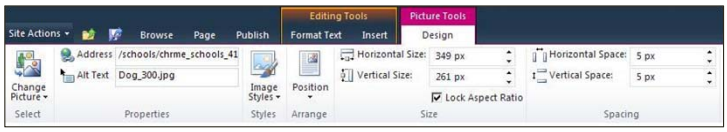
The **Insert** tab



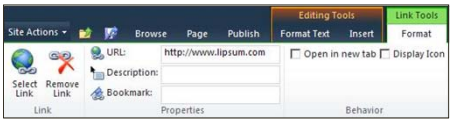
Next, More Ribbon

The Ribbon (P. 16)

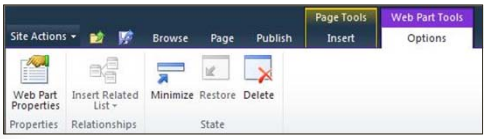
The **Design** tab



The **Link Tools** tab.



The **Web Part Tools** tab



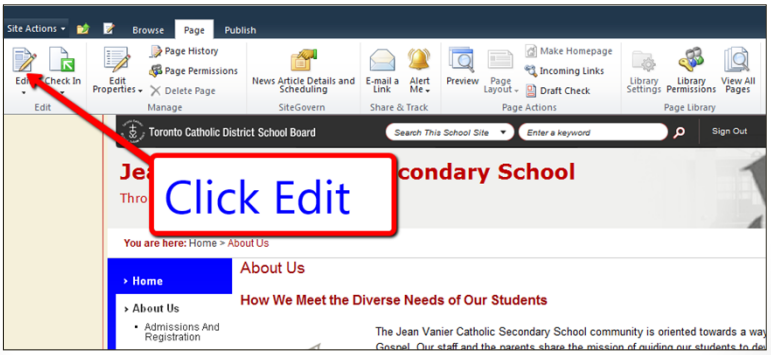
Countdown: 9 Portal Concepts

9 - Editing an Existing Page
8 - Approving and Publishing
7 - Page History
6 - Create a New Page
5 - Create a Sub-Site and Permissions
4 – Maintaining Site Libraries
3 – Newsletters &Calendars,
2 - News Article Details and Scheduling (SiteGovern)
1 - Scheduling News and Events

9. Editing an Existing Page (p. 17 – 22)

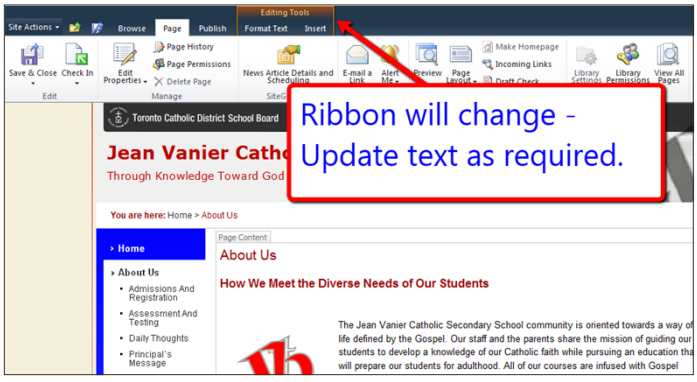
Editing a Page – Click Edit

1. From the navigation menu, click the page you wish to edit (e.g., choose **About Us**.
2. Position your cursor within the text of the page.
3. Click **Edit** from the **Page** ribbon menu OR **Edit Page** under **Site Actions**. This will automatically **Check Out** the page, so it will be locked for editing by another user.



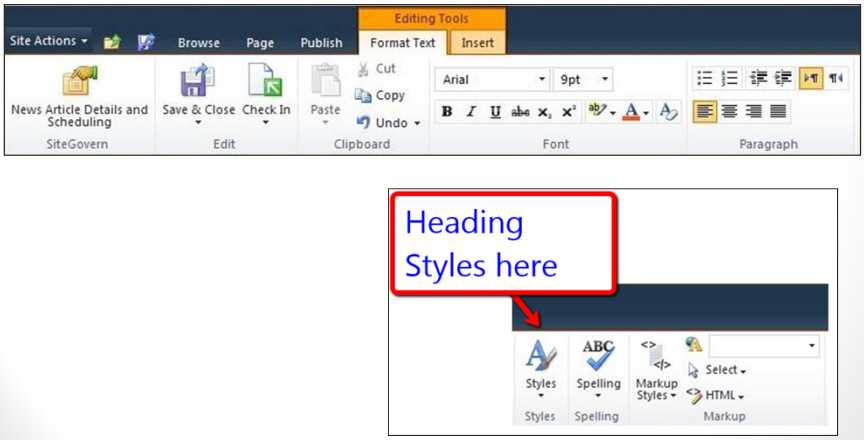
Editing a Page – Change Text

1. Note the change in your ribbon.
2. *Edit text* as required.
3. Click **Format Text** or **Insert** for additional functions.



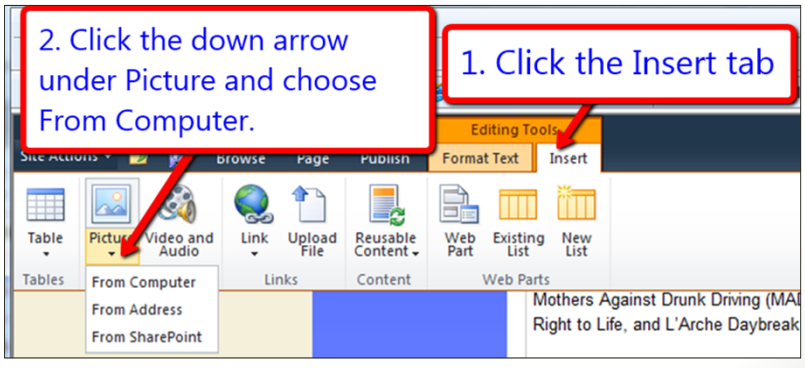
Editing a Page – Format Text

1. Use the formatting tools (bold, italics, etc.) as you would in Microsoft Word.
2. For headings and sub-headings, use **Styles** (Header 1, Header 2, etc.)

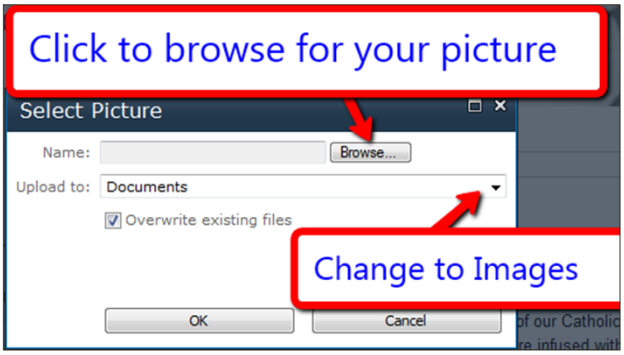


Editing a Page – Insert Picture from Computer

Begin by positioning your cursor at the beginning of the line (left margin) on which you would like your picture to appear. We will adjust the position later.



Editing a Page – Browse for Picture

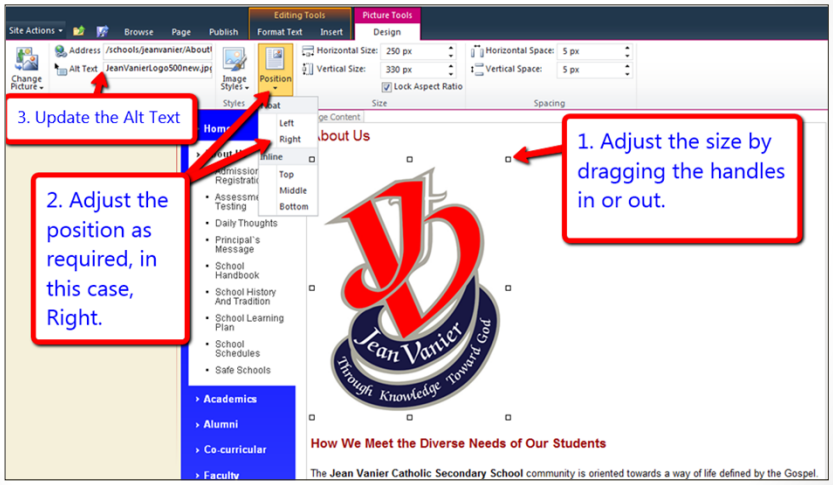


When you the picture you would like to use, select it, change the "Upload to" location to **Images**, and click **OK**.

Editing a Page – Picture Selection

Correct or update the **Name** and **Title**, then click **Save**.

Editing a Page – Picture Design

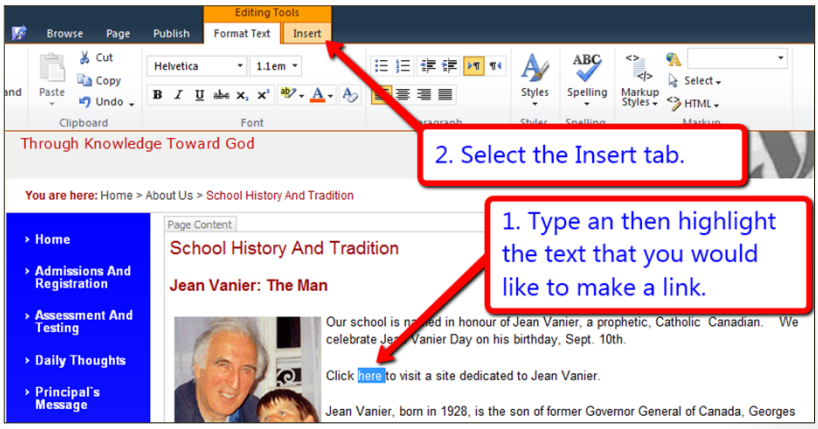

3. Update the Alt Text
2. Adjust the position as required, in this case, Right.
1. Adjust the size by dragging the handles in or out.
How We Meet the Diverse Needs of Our Students
The Jean Vanier Catholic Secondary School community is oriented towards a way of life defined by the Gospel.

Editing a Page – Picture Right

Picture is now aligned on the Right, with text wrapping around it.
Remove extra blank lines if necessary.
About Us
Add an additional sentence.

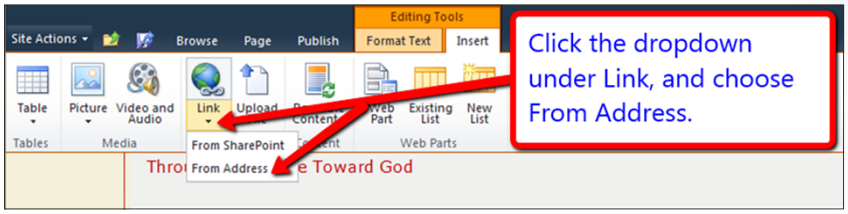
Editing a Page – Adding a URL Link

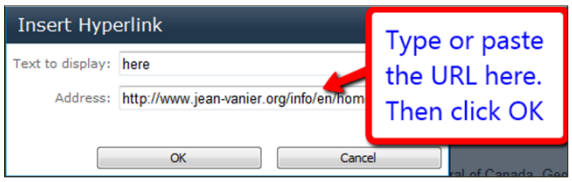
Begin by positioning your cursor in the location OR highlighting the text where you would like to add the link.


Editing Tools
Browse
Page
Publish
Format Text
Insert
2. Select the Insert tab.
1. Type an then highlight the text that you would like to make a link.
Through Knowledge Toward God
You are here: Home > About Us > School History And Tradition
Home
Admissions And Registration
Assessment And Testing
Daily Thoughts
Principal's Message
Page Content
School History And Tradition
Jean Vanier: The Man
Click here to visit a site dedicated to Jean Vanier.
Jean Vanier, born in 1928, is the son of former Governor General of Canada, Georges

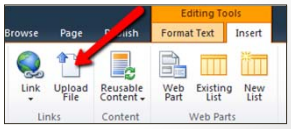
Editing a Page – Adding a URL Link

Choose Link, From Address





To create a link to a document, choose **Upload File** instead. Proceed to upload the file to Documents library.



Editing a Page – Modifying a Link

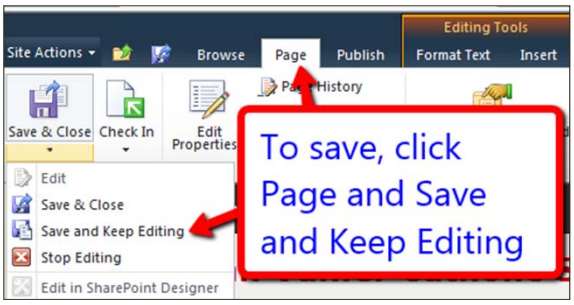
When the link is added, you may make adjustments. One useful adjustment is to choose "**Open in new tab**". When clicked, your link (whether it is to a URL or document) will now open in a new window.

Try it Now

1. ***Determine*** *what page you would like to edit by updating text and adding a picture and link.*
2. ***Determine*** *what picture and link you would like to add.*
3. ***Navigate*** where to the page you would like to edit.
4. Edit your page with the modified text, new picture and link.

Editing a Page - Saving

1. To save and keep working, click the **Page** tab.
2. Choose **Save and Keep Editing**.



3. Choose **Stop Editing** if you wish to have the option to cancel your changes since your last save.
4. Choose **Save and Close** if you wish to close the page for now and return to it later.

   NOTE: Your page is **not yet publicly available**

Editing a Page – Checking In

1. If your page is not ready for publishing and other staff need to continue editing, choose **Check-in**. This will unlock the page, BUT NOT make it available for public viewing.

2. Choose **Discard Check Out** if you wish to remove all changes you made during your saves, and return the page to its previous version (before you started editing the page).

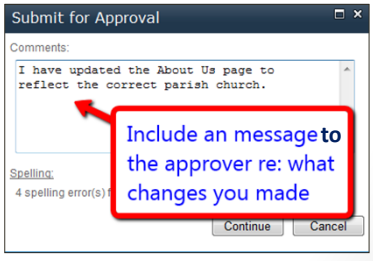
See P. 24 for more about Check-in and Check-out

8. Approving and Publishing

Editing a Page - Publish

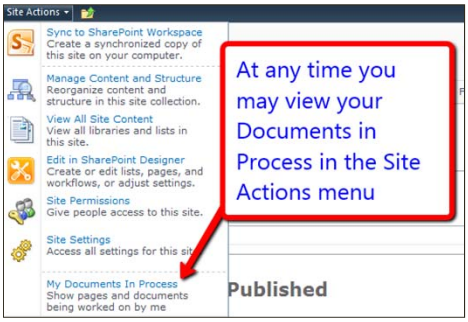
1. When your page is ready for Publishing, choose **Publish, Submit (*if a Contributor*) or Publish, Publish (*if an Admin/Approver*)**.

2. You will be prompted to enter comments for the Approver – please do so, and click **Continue.**


Submit for Approval
Comments:
I have updated the About Us page to reflect the correct parish church.
Include an message to the approver re: what changes you made
Spelling:
4 spelling error(s)
Continue
Cancel

My Documents In Process (p.26)

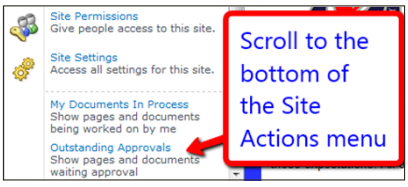
1. If you wish to review what documents you have “in process” you may click on **My Documents in Process** in the **Site Actions** menu.


Site Actions
Sync to SharePoint Workspace
Create a synchronized copy of this site on your computer.
Manage Content and Structure
Reorganize content and structure in this site collection.
View All Site Content
View all libraries and lists in this site.
Edit in SharePoint Designer
Create or edit lists, pages, and workflows, or adjust settings.
Site Permissions
Give people access to this site.
Site Settings
Access all settings for this site.
My Documents In Process
Show pages and documents being worked on by me
At any time you may view your Documents in Process in the Site Actions menu
Published

2. From here you may see the **status** of your documents, **Check In** documents if necessary and review the approver’s comments.

Editing a Page – Approval (p.27)

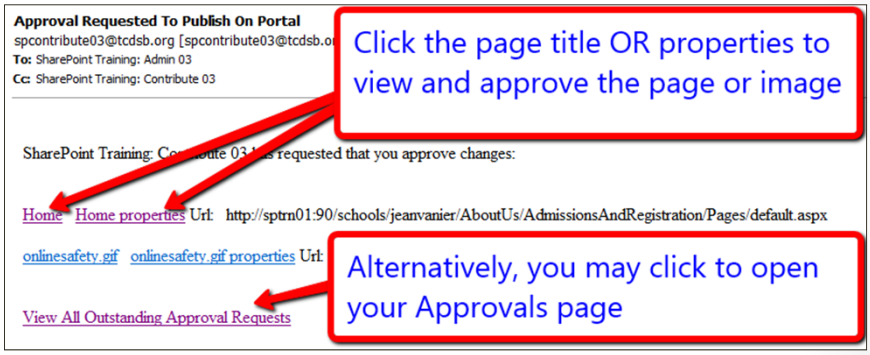
1. When you **submit a page for approval,** your **school administrator our other school approver** will get an email message, and will also be able to approve the page by clicking **Outstanding Approvals** in the **Site Actions** menu.


Site Permissions
Give people access to this site.
Site Settings
Access all settings for this site.
My Documents In Process
Show pages and documents being worked on by me
Outstanding Approvals
Show pages and documents waiting approval
Scroll to the bottom of the Site Actions menu

2. The **Administrator/Approver** will view the page contents, enter a comment if necessary, and then choose **Approve or Reject**.

Editing a Page – Approval Email

This message will go to ALL administrators and approvers for the school/dept. Subject line is: **Approval Requested To Publish On Portal**

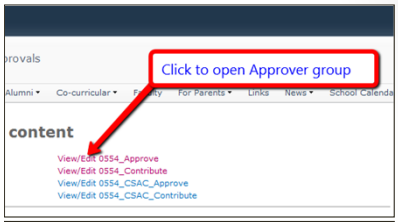

Approval Requested To Publish On Portal
spcontribute03@tcdsb.org [spcontribute03@tcdsb.o
To: SharePoint Training: Admin 03
Cc: SharePoint Training: Contribute 03
Click the page title OR properties to view and approve the page or image
SharePoint Training: Co ute 03 requested that you approve changes:
Home Home properties Url: http://sptrn01:90/schools/jeanvanier/AboutUs/AdmissionsAndRegistration/Pages/default.aspx
onlinesafety.gif onlinesafety.gif properties Url:
Alternatively, you may click to open your Approvals page
View All Outstanding Approval Requests

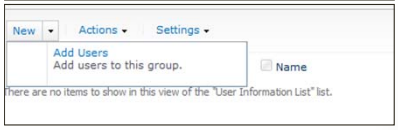
Additional emails will go out when the page has been approved.

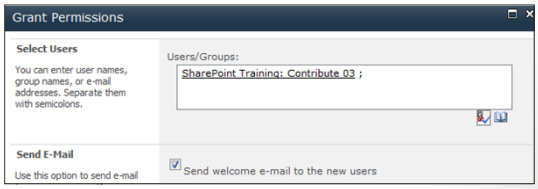
Maintaining Approver Groups (p.28)

Administrators may add staff members to the Approver group.

1. From **Site Actions** menu, select **Outstanding Approvals**.
2. Click **View/Edit 0XXX_Approve** (where XXX is the school number)
3. Select **New, Add users**.
4. Type in the **TCDSB user name** or **last name** of the staff member.
5. When the name is found, choose to send an email if you wish and then click **OK**.



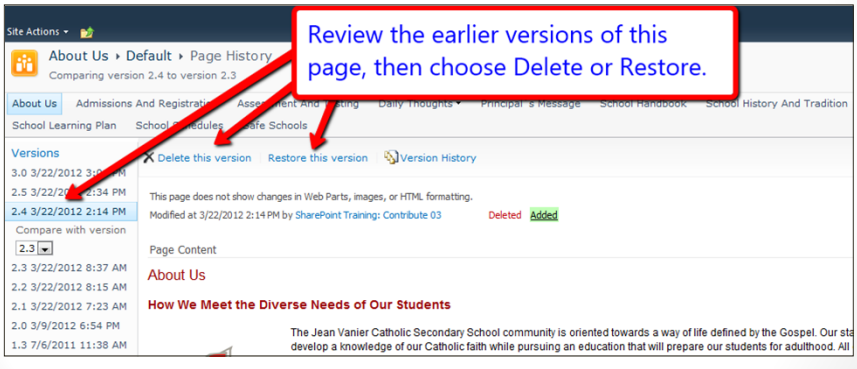



Grant Permissions
Select Users
You can enter user names, group names, or e-mail addresses. Separate them with semicolons.
Users/Groups:
SharePoint Training: Contribute 03 ;
Send E-Mail
Use this option to send e-mail
Send welcome e-mail to the new users

7. Page History

Exploring Page History (P.32)

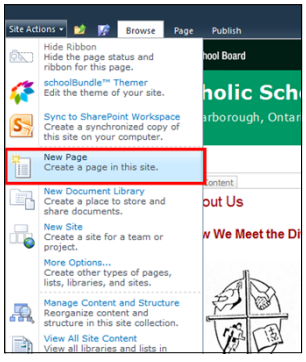
1. Under the Page tab choose **Page History**.
2. Review the Versions listed and then choose to **Delete** or **Restore** a previous version. This can be done **even AFTER** a page has been approved and published.

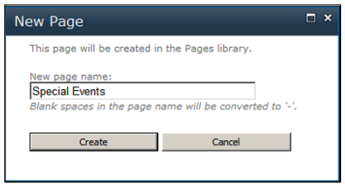

Review the earlier versions of this page, then choose Delete or Restore.
Site Actions
About Us ▸ Default ▸ Page History
Comparing version 2.4 to version 2.3
About Us
Admissions And Registration
Daily Thoughts
Principal's Message
School Handbook
School History And Tradition
School Learning Plan
Versions
Delete this version
Restore this version
Version History
2.4 3/22/2012 2:14 PM
Compare with version
2.3
2.3 3/22/2012 8:37 AM
2.2 3/22/2012 8:15 AM
2.1 3/22/2012 7:23 AM
2.0 3/9/2012 6:54 PM
1.3 7/6/2011 11:38 AM
This page does not show changes in Web Parts, images, or HTML formatting.
Modified at 3/22/2012 2:14 PM by SharePoint Training: Contribute 03
Deleted
Added
Page Content
About Us
How We Meet the Diverse Needs of Our Students
The Jean Vanier Catholic Secondary School community is oriented towards a way of life defined by the Gospel. Our sta
develop a knowledge of our Catholic faith while pursuing an education that will prepare our students for adulthood. All

6. Create a New Page

Create a New Page (p. 33 – 38)

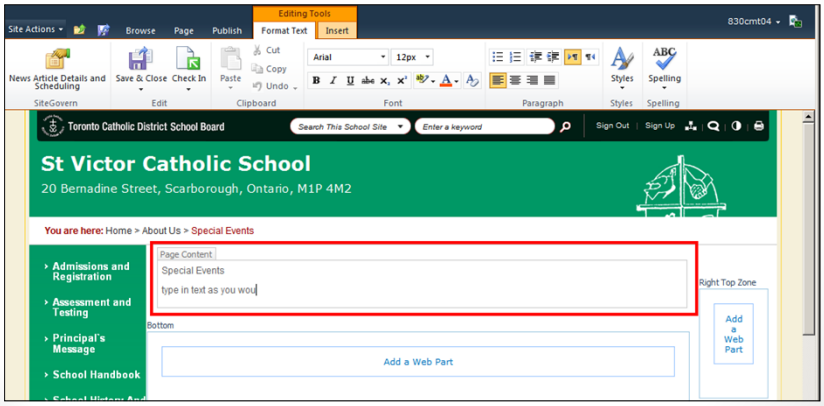
1. Navigate to the sub-site where you wish to create the page.
2. Under **Site Actions** choose **New Page**.
3. Name your new page appropriately.


Site Actions
Browse
Page
Publish
Hide Ribbon
Hide the page status and ribbon for this page.
schoolBundle™ Themer
Edit the theme of your site.
Sync to SharePoint Workspace
Create a synchronized copy of this site on your computer.
New Page
Create a page in this site.
New Document Library
Create a place to store and share documents.
New Site
Create a site for a team or project.
More Options...
Create other types of pages, lists, libraries, and sites.
Manage Content and Structure
Reorganize content and structure in this site collection.
View All Site Content


New Page
This page will be created in the Pages library.
New page name:
Special Events
Blank spaces in the page name will be converted to '-'.
Create
Cancel

Add Content to Page (p.34-38)

1. Begin typing in the **Page Content** area.
2. Be sure to create a title and format it as “Header 1” under **Styles**.
3. If necessary you may copy and paste from a text file, but be sure use “unformatted text”



Add Content to Page (p.34-38)

1. Begin typing in the **Page Content** area.
2. Be sure to create a title and format it as “Header 1” under **Styles**.
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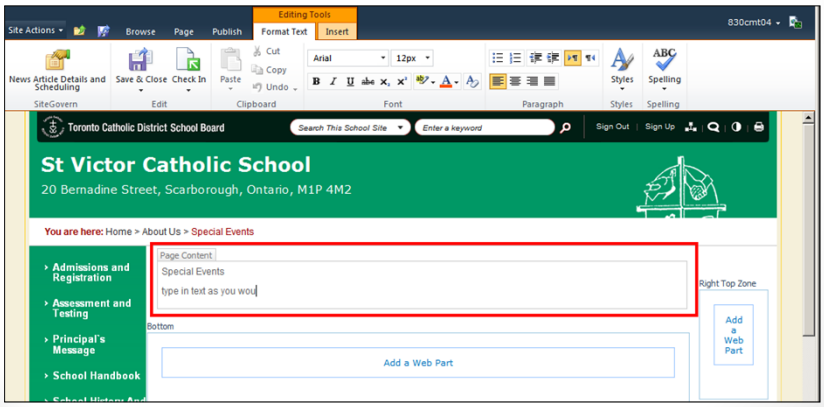


Try it Now

1. ***Navigate*** where you would like to create a new page.
2. Create a ***new page*** (as per p.33 – 38)
3. Add new content to your page (text, picture, links).
4. **Save and close** your page.
5. If you wish, choose **Publish**

Some ideas to consider:

Under Academics:
- Library
- Guidance
- Division
- Department Name

Under Co-curricular:
- Athletics, Track Team
- Yearbook Club

Say Something

4. Creating a Sub-site (OPTIONAL)

Why a Sub-site?

Use a sub-site when:

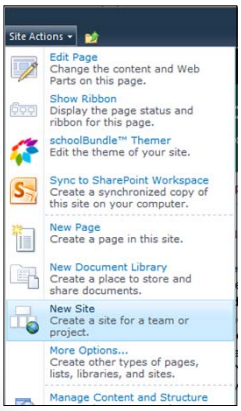
1. There is more than one page of content to be added now or in the future
2. You want the additional pages to appear in the navigation

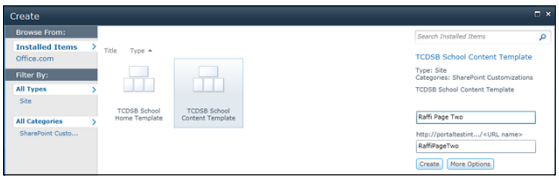
Examples of topics suitable for a sub-site:

- Library
- Guidance
- Large Department or Division (e.g., Science)
- Other…

New Sub-Site (P. 39-42)

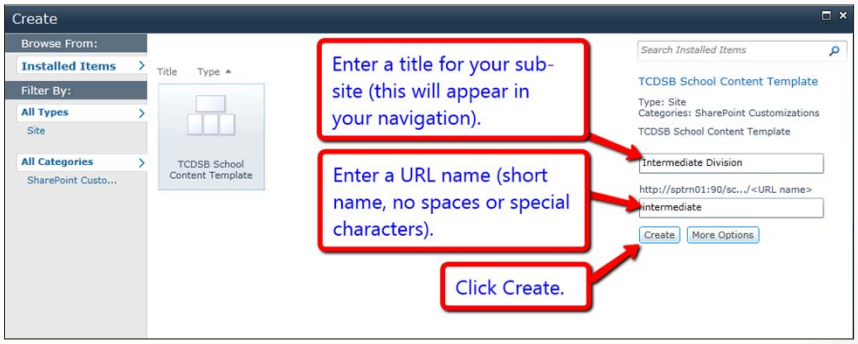
1. You will only have this option if you have an **Admin/Approver** account.
2. Navigate to the location where you wish to create the sub-site.
3. Under **Site Actions** choose **New Site**.
4. Select the template **TCDSB School Content Template**.


Site Actions
Edit Page
Change the content and Web Parts on this page.
Show Ribbon
Display the page status and ribbon for this page.
schoolBundle™ Themer
Edit the theme of your site.
Sync to SharePoint Workspace
Create a synchronized copy of this site on your computer.
New Page
Create a page in this site.
New Document Library
Create a place to store and share documents.
New Site
Create a site for a team or project.
More Options...
Create other types of pages, lists, libraries, and sites.
Manage Content and Structure



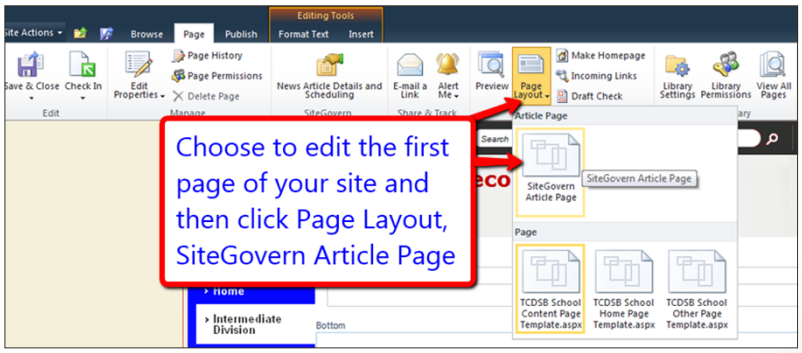
Sub-Site Template (P. 39)

1. Select the template **TCDSB School Content Template**.
2. Enter a **title** and URL name.
3. Click **Create**.



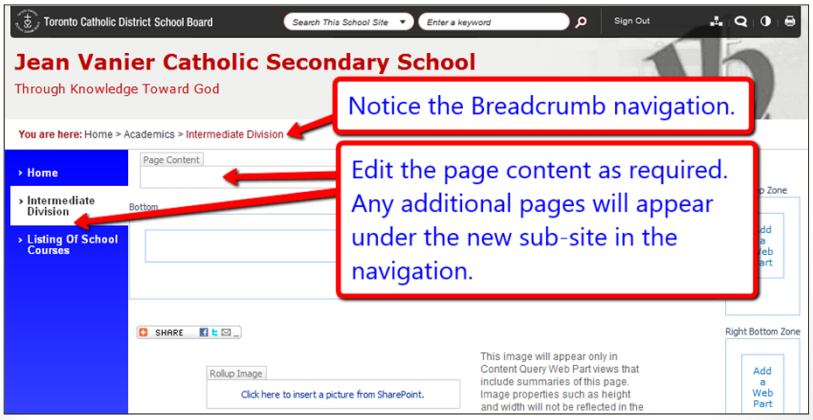
Editing the Sub-Site

1. When first editing the sub-site **you must change the page layout**.
2. Navigate to the new sub-site.
3. Under **Site Actions**, choose **Edit Page**.
4. Under **Page Layout**, choose **SiteGovern Article Page**.
5. This step is **REQUIRED** for every new sub-site created.


Choose to edit the first page of your site and then click Page Layout, SiteGovern Article Page
Page Layout
SiteGovern Article Page
Intermediate Division

Sub-Site Default Page

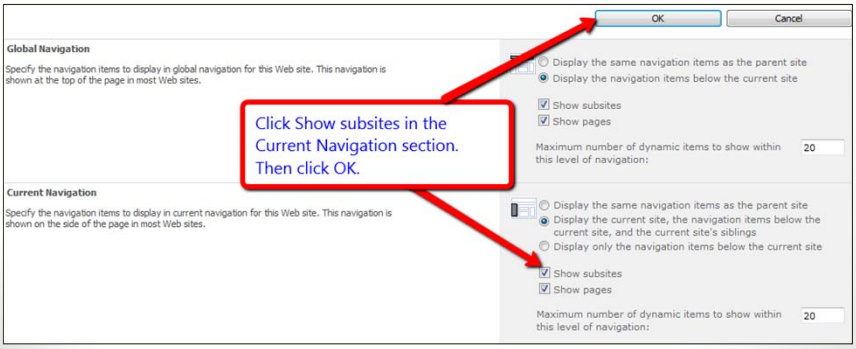
1. Notice the Breadcrumb for the new sub-site.
3. When ready, you may add additional pages to the sub-site. The first page (below) is called the **Default** page.


Toronto Catholic District School Board
Jean Vanier Catholic Secondary School
Through Knowledge Toward God
Notice the Breadcrumb navigation.
You are here: Home > Academics > Intermediate Division
Edit the page content as required. Any additional pages will appear under the new sub-site in the navigation.
Home
Intermediate Division
Listing Of School Courses
Page Content
Bottom
SHARE
Rollup Image
Click here to insert a picture from SharePoint.
Right Bottom Zone
Add a Web Part

Sub-Site in Menu (p.42)

If the new sub-site or its pages does not automatically appear in the menu:

1. **Navigate** to the sub-site default page.
2. Under **Site Actions**, choose **Site Settings**.
3. Under **Look and Feel**, choose **Navigation**.
4. In **Current Navigation**, check off **Show subsites** and **Show pages**.
5. If you wish to change the order the pages appear in the Navigation, scroll down Navigation Editing and Sorting and move items UP or DOWN.


OK
Cancel
Global Navigation
Specify the navigation items to display in global navigation for this Web site. This navigation is shown at the top of the page in most Web sites.
Display the same navigation items as the parent site
Display the navigation items below the current site
Show subsites
Show pages
Maximum number of dynamic items to show within this level of navigation:
20
Click Show subsites in the Current Navigation section. Then click OK.
Current Navigation
Specify the navigation items to display in current navigation for this Web site. This navigation is shown on the side of the page in most Web sites.
Display the same navigation items as the parent site
Display the current site, the navigation items below the current site, and the current site's siblings
Display only the navigation items below the current site
Show subsites
Show pages
Maximum number of dynamic items to show within this level of navigation:
20

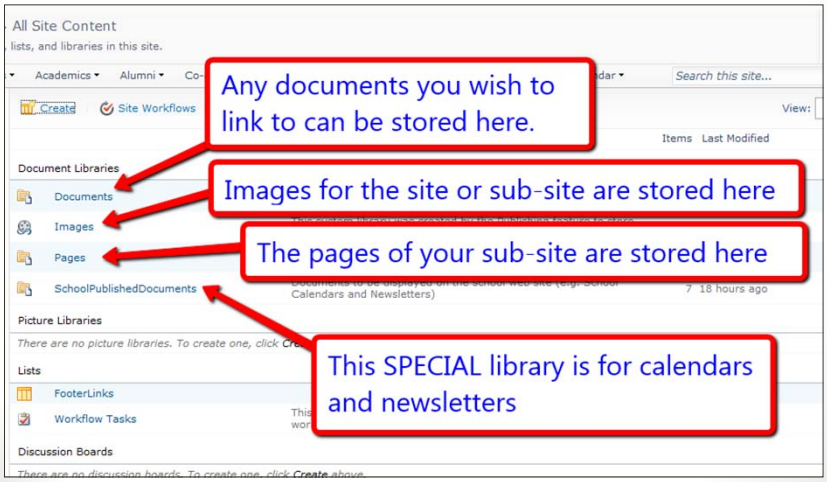
Grace Before Meals

Lunch

4 – Maintaining Site Libraries

Exploring Document Libraries

1. Navigate to the Home page.
2. Under **Site Actions,** choose **View All Site Content**.



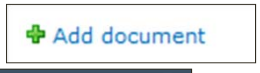
3 – Newsletters & Calendars

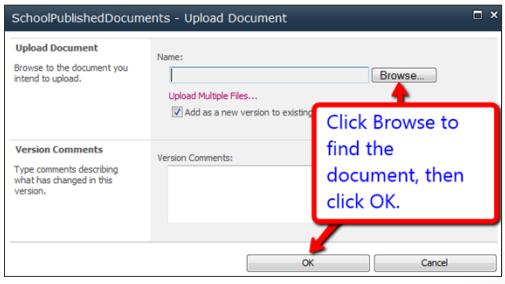
School Published Documents

Documents located in this folder will ***SURFACE*** in specific areas, if categorized (or tagged) correctly.

For example, all documents categorized as **Newsletters** will ***surface*** in the News sub-site, under News. The same will happen for calendar documents.

1. Navigate to the Home page.
2. Under **Site Actions,** choose **View All Site Content**.
3. Click **SchoolPublishedDocuments.**
4. Click **+ Add document.**

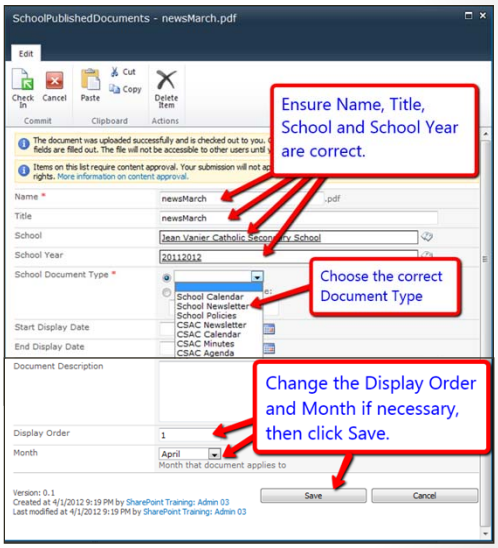




School Published Newsletters

1. Fill in the form and click Save. This will upload the document to SharePoint.
2. Go to **My Documents in Process** to quickly **publish** the document.
3. Once the document is **Published**, it will appear under **News, Newsletters** for the given year.

The same process applies for Calendar documents.



Newsletter *Surfaces*

2 - News Article Details and Scheduling (Page Properties)

also known as

Site Govern

(p. 43)

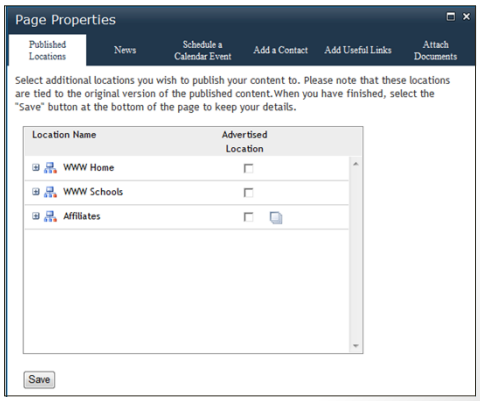
When to Use Site Govern

- When you wish to add a **News or Event** item to display on the **Home** page or submit for publishing on any other site in the TCDSB portal.
- When you wish add/edit the right sidebar that includes **Related Links, Resources** or **Contact Information** on a specific page.

How to Access Site Govern

1. Navigate to the **appropriate page**.
2. It may be necessary to create a NEW page if you don't have one already for your News or Event.
3. Under **Site Actions**, choose **Edit Page**.
4. In the Format tab, choose **News Article Details & Scheduling**.

5. Under **Location Name**, expand the group WWW Schools your publication locations, or **simply choose your own location.**
6. Click **Save** when done.


Page Properties
Published Locations
News
Schedule a Calendar Event
Add a Contact
Add Useful Links
Attach Documents
Select additional locations you wish to publish your content to. Please note that these locations are tied to the original version of the published content. When you have finished, select the "Save" button at the bottom of the page to keep your details.
Location Name
Advertised Location
WWW Home
WWW Schools
Affiliates
Save

News (P. 49 – 55)

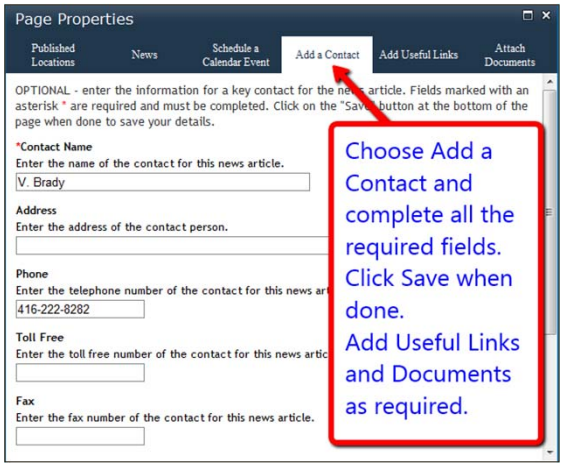
1. Complete ALL or just the required fields:
   - Start date
   - End date
   - News Summary
2. Click **Save** when done.
3. If appropriate, choose **Schedule a Calendar Event** (p. 56-58)
4. The remaining tabs are optional, but highly recommended if you are announcing an event:
   - Add a Contact
   - Add Useful Links
   - Attach Documents

NOTE: An item can be either a NEWS item or EVENT item or Both.

Page Properties
Published Locations
News
Schedule a Calendar Event
Add a Contact
Add Useful Links
Attach Documents
Complete the news article details to post the information to selected audiences and schedule the duration of the article. Fields marked with an asterisk * are required and must be completed. Click on the "Save" button at the bottom of the page when done to save your details.
Start Date *:
This is the date in which the news posting will start.
1/26/2012
End Date *:
This is the date in which the news posting will end.
Image URL:
This is the image that will appear with your news posting.
No image selected
Browse...
News Summary *:
This is the brief description that will appear in your news posting.
Notification Listing
Select this option, if you wish to make a Notice, Alert or Emergency posting and guarantee its placement on site homepages.
Category :
You can define a category for this news item from
Board Wide Initiatives
Video URL :
Paste the embed URL from Youtube or Vimeo to add a video to your story.
Save

Editing the Right Sidebar (p.44-48)

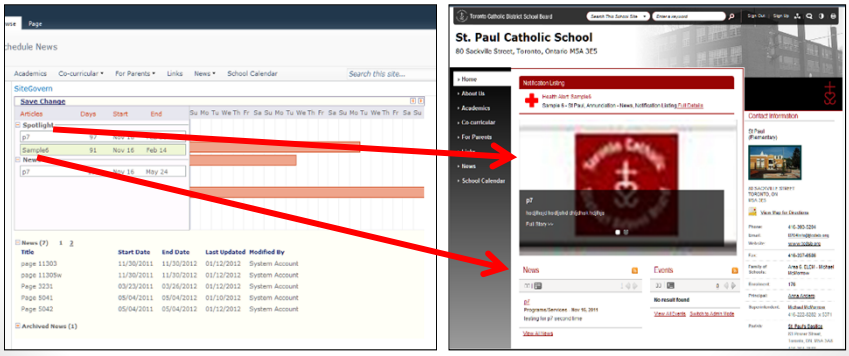
1. Click **Add a Contact, Add Useful Links, Attach Documents**
2. Update as required.


Page Properties
Published Locations
News
Schedule a Calendar Event
Add a Contact
Add Useful Links
Attach Documents
OPTIONAL - enter the information for a key contact for the news article. Fields marked with an asterisk * are required and must be completed. Click on the "Save" button at the bottom of the page when done to save your details.
*Contact Name
Enter the name of the contact for this news article.
V. Brady
Address
Enter the address of the contact person.
Phone
Enter the telephone number of the contact for this news art
416-222-8282
Toll Free
Enter the toll free number of the contact for this news artic
Fax
Enter the fax number of the contact for this news article.
Choose Add a Contact and complete all the required fields. Click Save when done.
Add Useful Links and Documents as required.

1 – Scheduling News and Events

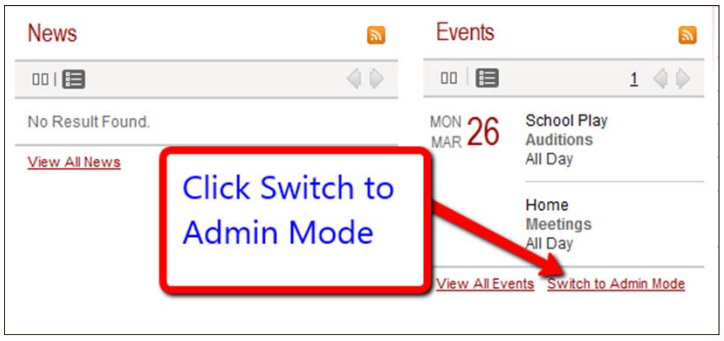
Scheduling News (P. 58 - 61)

1. An Administrator has to **manually schedule** a news item in order for it to appear on the home page.
   Note: This applies to news and events originating from the home school and from other schools.
2. Under **Site Actions**, choose **Schedule News**.
3. Expand the News inbox and drag items to **Spotlight** or **News** timelines. Adjust end times as required.



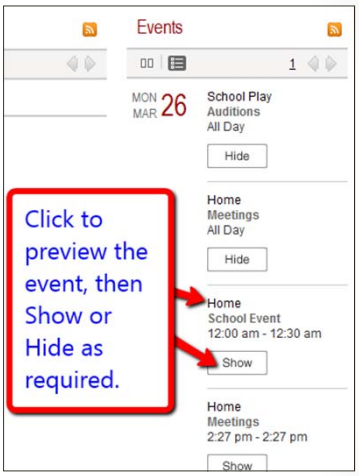
Scheduling Events(P. 58 - 61)

1. The Administrator must show/hide **Events**.
2. Navigate to the home page and scroll down to the **Events** section.
3. Click **Switch to Admin Mode**.



Scheduling Events(P. 58 - 61)

1. Click **Show** or **Hide** as required.
2. When finished, click **Switch to Live Mode** at the bottom of the list.



Reminders

1. Until further notice, be sure to type **CEC** before your user name when logging in. *Backslash (\) is above the Enter key on your keyboard.*
2. In time for "live date" of April 16, update your **Principal's message** and add **4 spotlight**, **4 news** and **4 events**.
3. *Where possible*, add current **newsletters/calendars.**
4. *Until live date*, use the **.com** site.
5. *After live date*, all updates from **.com** will move to **.org**.
6. *After live date*, your new school short URL *will be*: www.schoolname.tcdsb.org
7. When editing or adding content, **GO THERE FIRST.**

Q and A